

Horus ePortfolio

How to log in for the first time

Introduction

- When you are first set up on Horus, you won't have a password.
- See the steps below to set up your password and access the system for the first time.
- The process:
 1. [Go to the login screen http://horus.nwpgmd.nhs.uk](http://horus.nwpgmd.nhs.uk)
 2. [Click on the "Unable to sign in?" link](#)
 3. [Enter your email address and click "Recover password"](#)
 4. [Check your email](#)
 5. [Set your password](#)
 6. [Click "Go to the login page"](#)
 7. [Log in using your new password](#)

1. Go to the login screen <http://horus.nwpgmd.nhs.uk>
2. Click on the “Unable to sign in?” link

Horus ePortfolio

Please sign in

Email:

Password:

[Unable to sign in?](#)

Horus is the ePortfolio for Foundation Trainees in the [North West of England Foundation School](#) which is part of [Health Education England, working across the North West.](#)

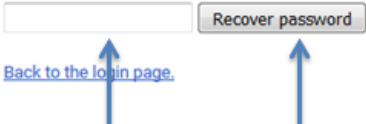
3. Enter your email address and click “Recover password”

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Password Recovery

If you have forgotten your password, please enter the email address for your account on Horus below and click “Recover password”. You will be sent an email with instructions about regaining access.

[Back to the login page.](#)



4. Check your email

- You will receive an email from nwd.portfolio@nw.hee.nhs.uk with the subject “Horus: Regain Access”.
- If you haven’t received it within 1-2 minutes, check your junk mail.
- Click on the reset link – this will take you to a new web page.
- The reset link is only valid for 15-minutes. If you don’t access it in time, just repeat steps 1-4.

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Horus ePortfolio
For Foundation Trainees in the North West of England Foundation School.

Please use the following links to regain access to Horus. These links will only work for 15 minutes.

Your username is your email address.

Reset link	Role
https://horus.nwpgmd.nhs.uk/account/reset-password/tw4X8Jf7b	Trainer

Thank you for your co-operation.

Please don't reply to this email as it is automatically generated.
For further advice please contact your FPA / Postgraduate department in the first instance.
Support: nwd_portfolio_helpdesk@nw.hee.nhs.uk
URL: <https://horus.nwpgmd.nhs.uk/login>

5. Set your password

- Enter your password in both boxes, noting the advice and tips on the right hand side.

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Password Recovery

Please enter and confirm your new password:

Passwords must be at least 6 characters and contain at least one number, at least one lower case letter and at least one upper case letter.

New password:

Confirm password:

General Password Advice

- Memorize your password, do not write it down
- Do not share your password.
- Avoid using one password for all your logins

Tips for choosing a password:

- Use 9 or more characters
- Use a combination of upper case letters, lower case letters and numbers (at least one of each)
- Avoid familiar names and common words

- Click “Save new password”.

6. Click “Go to the login page”

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Password Recovery

Ok, your **password has been updated.**

[Go to the login page](#)

7. Log in using your new password

- Enter your email address (this is in effect your username) and the password you just created in the boxes and click “Sign in”.

Horus ePortfolio

Please sign in

Email:

Password:

[Sign in](#)

[Unable to sign in?](#)